

Submitted: 4/5/2012
Jurisdiction: Maryland
Agency: Department of Health and Mental Hygiene
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 308
MSA ID: SE55-2415

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Adult Influenza Forms - Paper	1518	2	2000-2001	6 cu ft.	03/29/2012	Shred
2	Children's Ortho. - Paper	1518	9 C-F	1979-1986	6 cu ft.	03/29/2012	Shred
3	STD Records - Paper	1518	15 A, B, C	1999-2001	6 cu ft.	03/29/2012	Shred
4	Personnel Records (Employees terminated for over four years) - Paper	1518	29	FY 2006	6 cu ft.	03/29/2012	Shred
5	WIC Financials - Paper	1518	5D	FY 2008	6 cu ft.	03/29/2012	Shred

Destruction Certification

Walter Zerrlaut

Signature

DHMH Records Officer

Title

4/5/2012

Date